



One NSTAR Way, SW360
Westwood, Massachusetts 02090

TO: DEAN CHARTER
ACTON MEMORIAL LIBRARY
472 MAIN ST, ACTON, MA 01720

FROM: Steven Grattan, Program Manager, NSTAR
Steven.Grattan@nu.com
781-441-8243

DATE: 11/14/2014

SUBJECT: Retrofit Program Customer Pre-Approval for **Project# NR141289**

Congratulations! NSTAR has pre-approved your Retrofit Program application for **ACTON MEMORIAL LIBRARY**. If the energy efficiency measures are installed as proposed, your project will qualify for an incentive payment from NSTAR in the amount of **\$9,847.00**. The payment will be **in the form of a check paid to the order of GUARDIAN ENERGY MGMT SOLUTIONS**. For additional project details, please refer to the enclosed customer report.

NSTAR's rebate payment for this project is subject to the Terms and Conditions a copy of which is provided with this pre-approval letter. In the event that a custom application is submitted, minimum equipment and operation requirements of the proposed measures, as detailed in the enclosed Minimum Requirements Document, must be addressed and satisfied.

Project completion Date- Our records indicate that this project is expected to be completed by **DECEMBER 07, 2014**. If at any time the project's completion date is delayed beyond the original expected completion date indicated on your application, please contact the Program Manager listed in the body of this letter so that a revised project expected completion date is communicated. Informing NSTAR ensures that the pre-approved incentive remains in good standing.

Pre-Approval Expiration Date - This pre-approval letter expires 180 days from the date of pre-approval.

Completed Application - The application form must be complete, and paid invoices (with both material and labor costs) as well as other documentation for all installed measures must be attached.

At Project Completion:

1. Contact the Program Manager at the email or phone number above.
2. Sign the original Application in the Post Installation section and send it to the Program Manager.
3. Send the Program Manager all Paid Invoices associated with the project, including both labor and materials.

Post-Installation Verification - An NSTAR representative will conduct a post-installation verification of the newly installed equipment to ensure that the installation is consistent with sound engineering practices and the pre-approved application.

Please contact NSTAR as soon as the project has been completed to ensure that a post-inspection of the installed measures is scheduled in a timely manner. The incentive payment will be issued once the application is complete, the equipment is installed and operating, and proof of purchase is submitted to NSTAR at the above address.

At NSTAR, we're committed to delivering great service. Please contact me should you have any questions or if I may be of any further assistance. Thank you and have a great day.